

Award for Building Research Or Artistic Development (ABROAD) Proposal Format

In order to stimulate research collaborations between UNO and institutions in other countries, the Office of Research anticipates funding one or more collaborative visits of 1-6 weeks by a UNO PI to a foreign institution. During this visit, the PI will develop collaborations and/or conduct research with an appropriate professor or professional collaborator. Attendance of existing conferences is not supported by this program. Visits must include meaningful and focused interactions with an international partner that develop specific future collaborations. The program does not support or supplement teaching activities. Proposals will be reviewed internally at UNO and competitively awarded.

While funding is open to all disciplines, successful proposals will clearly demonstrate capacity for building UNO reputation, creating unique products, or developing future external funding opportunities.

The Office of Research has established interactions with the University of Innsbruck, the University of Vienna, Université Claude Bernard Lyon-1, Egyptian universities, and Colombian universities and can serve as a resource for identifying potential collaborators. Collaboration with other institutions is also possible if the PI has established relationships, but consultation with the Office or Research should be made before applying for travel to other countries. Leveraging of other funding opportunities will strengthen proposals.

APPLICATION DEADLINE: Applications are accepted throughout the year but must be submitted at least 4 months prior to the planned travel.

Submission Instructions

All submissions must utilize the [Internal Grant Program \(IGP\) Application](#) and the [UNO Proposal Routing form](#).

1. Open and save the Internal Grant Program (IGP) Application, which is available in the right-hand sidebar of the [IGP SharePoint site](#).
2. Complete your proposal. Your proposal must follow the format given in the IGP Application. Please include the current payroll benefits for appropriate salary lines.
3. Sign the IGP Application. A typed signature is acceptable.
4. Fill out the [UNO Proposal Routing form](#).
 - a. Attach your proposal and budget as indicated.
 - b. Enter the email addresses for your department head/chair/director and your dean/VP.
 - c. Submit the form.
 - d. All PIs and Co-PIs must then electronically sign the form by signing the Conflict of Interest statements.
 - e. The form will forward the proposal to your department head/chair/director and your dean/VP for their review and approval.

Proposal Format & Contents

1. **COVER PAGE:** The UNO routing form will serve as the cover page. Items 2-6 described below should be attached to the routing form as a single pdf document.
2. **PROJECT SUMMARY:** The project summary may contain a maximum of 250 words. It should be a concise description of the project and its objective(s), containing a clear statement of a proposed collaboration including the name, institution, and professional area of the international collaborator, the proposed dates of the visit, the topic of the collaboration, what will be accomplished during a 1-6 week visit, what follow-up plans will be made to continue the research, and what benefits are expected. Impact on future research and funding opportunities should be addressed. Any future involvement of UNO undergraduate or graduate students or international visiting students should be described.
3. **NARRATIVE AND BIBLIOGRAPHY:** The narrative must not exceed three (3) single-spaced pages with a type size of 12 point or greater. Pages must have 1-inch margins and be numbered. Reviewers are not required to read additional narrative pages. The narrative should conform to the following outline, including all major sections and subsections. If an item does not apply to the project, include the appropriate heading followed by "Does not apply." Proposal reviewers will assign points based on the quality and specificity of each section.

NOTE: The three (3) page limit identified for the narrative does not include the bibliography. The bibliography shall not exceed one (1) page.

a. Rationale of the Project

- i. Explain the research to be developed/conducted during the short-term visit and the anticipated longer-term research and outcomes. Explain how the collaboration will enhance the research competency or funding capability of the PI. Use terminology understandable to a general science/engineering audience.

b. Collaborator

- i. Provide the name, institution, and department of the collaborator.
- ii. Describe concisely the expertise of the collaborator and how it complements or enhances that of the PI.
- iii. Describe any current or previous interactions with the proposed collaborator.
- iv. Describe specific capabilities or resources that will be used at the host institution and how they will be utilized.

b. Collaboration Plan

- i. Describe the activities that will take place to prepare for the collaborative visit.
- ii. Describe the activities that will take place during the visit and the expected outcomes and impacts.
- iii. Describe the activities that will take place after the visit to develop new research or achieve new funding. Detail any future plans for a visit of the collaborator or students to UNO as well as plans for UNO students to visit the Austrian or French institution. Explain expected longer-term outcomes and impacts of the collaboration. Indicate sources of external funding that will be pursued.

c. PI Expertise and Capabilities

- i. Describe the PI's expertise and capabilities and how they will interface with those of the collaborator in order to build new competencies.

- ii. Describe the PI's capabilities and facilities at UNO and how they will support continued collaboration after the visit.

d. Bibliography

- i. Limited to one (1) page.

4. BUDGET

- a. This program does not support travel to attend existing conferences or for teaching activities.
- b. A budget estimating costs should be submitted.
- c. Funding will be provided to cover the cost of **round-trip airfare (maximum \$2,000)**, lodging, and meals (**maximum \$30 per day for visits longer than one week**) for a 1-6 week visit with international collaborator.
- d. The total budget should **not exceed \$5,500 for a 6 week visit** and should be considerably less for a short stay.
- e. In some cases, the University of Innsbruck may include housing funding for visiting faculty members from UNO.
- f. The Austrian Marshall Plan Foundation has funding for UNO undergraduate and graduate students in science and engineering fields to work at an Austrian university for 3-6 months. The Office of Research and Center Austria should be consulted if you wish to plan student visits.

5. BIOGRAPHICAL SKETCH: Biographical sketches for all key personnel are limited to two (2) pages per person (PI and collaborator).

6. Letter of Support

a. Collaborator Letter

Provide a letter (maximum 2 pages) from the proposed collaborator indicating a willingness to collaborate and the anticipated visit dates, describing resources available, and detailing how the collaboration will benefit the collaborator, the PI, and/or the broader community.

In acceptance of the award you are acknowledging the following:

Final Report – A final report will be submitted to inform us as to the outcome(s) and product(s) of the work. The report should be no more than two pages and should include the dates of the visit, the work completed, a summary of the data or results obtained, and the continuing collaboration in place and planned. Eligibility for future Office of Research funding will be jeopardized if the report is not submitted. The final report should be submitted no later than six (6) weeks after the travel is completed.

Compliance, Limitations, and Approvals – Approval for international travel must be obtained from UNO well in advance of the travel dates, using normal UNO travel guidelines. Airfare must be purchased six (6) weeks prior to travel and should not exceed \$2,000. Lodging arrangements may be made with the assistance of the host institution, and the cost will be capped based on reasonable costs for long-term lodging. A travel reimbursement with proper documentation must be submitted within six (6) weeks of completion of the travel. The PI must have a passport that expires no earlier than one year after the travel is to be concluded. Visa requirements are the responsibility of the PI. Export control compliance must be verified.

InnovateUNO – The Office of Research hosts *InnovateUNO*, an annual symposium for all IGP awardees to **present** their findings. By applying for this program, you agree to participate in *InnovateUNO* in November.

Additional Resources:

Austrian research grants: www.grants.at/en

Study in Austria: <https://oead.at/en/to-austria/>

Austrian Fulbright Commission: <https://www.fulbright.at/>

Austrian Marshall Plan Foundation <http://www.marshallplan.at/>

European research/jobs/funding search: <https://euraxess.ec.europa.eu>

[US-French Exchange Programs \(US Dept. of State\)](#)